

Maintenance Superintendent



General Summary of Classification:

Supervises the day-day activities of an assigned shop or other locations and a staff of skilled or semi-skilled employees responsible for performing preventative and routine maintenance and making repairs to various types of County equipment; prepares and maintains a wide variety of related documentation; and performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Schedules work assignments, supervises and evaluates the work of assigned personnel performing routine and preventative maintenance and repairing equipment (type of equipment varies based on assigned department); ensures personnel are properly trained in the procedures, techniques and the safe operation, maintenance and repair of department-specific equipment as well as all related recordkeeping; responsible for participating in the recruitment and selection process and for ensuring adequate staffing; ensures the adequate training, coaching and feedback of assigned personnel; approves leave requests and timecards; handles performance issues; completes and delivers performance appraisals;
- Prepares and monitors various paper and electronic records related to maintenance, service and repair schedules, work orders, supplies, etc.; creates and maintains accurate detailed records; prepares related reports as assigned;
- Serves as a working supervisor, performs a wide variety of set-up, maintenance, diagnostics, troubleshooting, replacement, repairs, adjustments, and other duties as needed to ensure safe operation of equipment and efficient operations;
- Ensures supplies, equipment, tools, personal safety, environmental spill and compliance products, etc., are stocked and readily available for staff's use, includes approving supply requests and ordering supplies following current Department and County procedures;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Excellent working knowledge of the safe operation, maintenance and repair of equipment specific to the assigned department and job duties; advanced knowledge and ability to accurately troubleshoot, diagnose and repairs equipment specific to assigned department and job duties; constant attention to safety of operations in order to prevent accidents; excellent working knowledge of department operations and County operations relevant to assigned job duties.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills with the ability to communicate clearly and accurately, both verbally and in writing, to accurately explain necessary procedures, techniques, and operations.
- **Decision-making, and Authority:** Ability to understand and follow complex instructions, policies and data, including various types of applicable regulations; makes sound decisions independently, appropriately involves supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute own and staff's work effectively to successfully complete assigned tasks safely, accurately and in a timely manner within established deadlines and budgets; ability to plan, organize, and conduct meetings or training sessions.
- **Leadership:** Supervisory. Requires the ability to work independently and lead a team, foster high morale and engagement.
- **Environment:** Works indoors and outdoors; may work in various locations under various conditions based on job duties.
- **Physical:** Visual and hearing acuity sufficient to interact safely around a wide variety of equipment and ensure assigned staff are working safely and efficiently. Physical ability sufficient to perform assigned duties indoors and outdoors at duty-related locations as needed; physical condition that permits activities including, but not limited to, heavy lifting, pushing, stooping, climbing and working under adverse, including extreme, temperatures and/or weather conditions.

Minimum Education and Experience:

Education: Graduation from high school, or equivalent, with relevant coursework or training preferred;

Experience: Four (4) years of relevant work experience maintaining and operating equipment, with previous supervisory experience preferred;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- May be required to possess and maintain a CDL or other job-related licenses and certifications.
- May be required to work a flexible or on-call schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.